



DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE
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SPAWARINFOTECHCENINST 5220.3
ITC115

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SPAWARINFOTECHCENINST 5220.3

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND INFORMATION TECHNOLOGY
CENTER (SPAWARINFOTECHCEN) ENGINEER SYSTEMS (ES) PROCESS POLICY

Ref: (a) SPAWARINFOTECHCENINST 5220.1

1. Purpose. To direct the use and institutionalization of the ES process per reference (a).

2. Policy. All SPAWARINFOTECHCEN personnel involved in systems engineering or in supporting systems engineering efforts shall follow the ES process as described and documented in the SPAWARINFOTECHCEN Process Library.

3. Background. The purpose of the ES process is to transform accepted needs into fully deployable solutions that fit the enterprise architecture and are accepted by stakeholders, using a disciplined approach. The ES process, like all other SPAWARINFOTECHCEN processes, has a process owner who exerts authority over all aspects of the process, including approval of any changes to the process. The process owner selects the membership of a convened Process Working Group (PWG) to define, develop, and deploy the ES process. The ES PWG will remain in existence during the life of the process and will be reconvened as needed by the process owner to evaluate proposed major changes.

4. Action

a. All SPAWARINFOTECHCEN personnel shall:

(1) Use the ES process as defined in its entirety if involved in systems engineering in any capacity for new programs, projects, and ongoing operations at SPAWARINFOTECHCEN.

(2) Use the ES process as defined to the maximum extent possible if involved in systems engineering in any capacity for existing (legacy) programs and projects. Such personnel will judiciously tailor the ES process as required based on the customer's mission and feasibility within the current budget.

(3) Review, understand, comply with, and utilize the process development components, including:

(a) Supplier-Input-Process-Output-Customer (SIPOC) overview diagrams.

(b) Specific ES desktop procedures.

(c) Role definitions.

(d) Swim lane diagrams.

(e) Templates and guidelines for preparing all ES artifacts.

(4) Understand their role in supporting and/or executing the ES process.

(5) Address any questions on the ES process to the ES process owner.

(6) Vigorously support continuous process improvement by observing, in the day-to-day course of implementing and executing the ES process as defined, any elements that could potentially improve process efficiency and/or effectiveness, and recommending changes based on these observations to the ES process owner. Recommended changes shall be handled per the Request for Process Change (RPC) form and procedures defined by the Process Management team. The form and procedures are housed in the SPAWARINFOTECHCEN Process Library.

b. The ES process owner shall:

(1) Exercise authority over all aspects of the ES process.

(2) Manage the continuous improvement of the ES process.

(3) Resolve issues related to process misuse or non-use by SPAWARINFOTECHCEN personnel.

(4) Ensure PWG membership is available to provide support during the life of the ES process.

(5) Convene the PWG as required to discuss ES process issues.

(6) Work with the PWG membership to evaluate changes to the ES process as proposed via the RPC.

(7) Serve as the final decision authority on ES process changes.

(8) Ensure all SPAWARINFOTECHCEN personnel are notified of any ES process changes.

(9) Ensure appropriate involvement and adherence to the ES process by all constituents.

(10) Support efforts to communicate and explain the ES process throughout the organization.

(11) Support the collection, evaluation, and reporting of measurement data on the ES process.

c. The ES PWG members shall:

(1) Provide continuing support for the ES process during the process life cycle.

(2) Attend meetings convened by the process owner.

(3) Evaluate recommended changes based on their likelihood of increasing efficiency and effectiveness within the context of external benefit to the customer.

(4) Use the agreed-upon tools and techniques to further define, develop, and document the ES process and/or changes to the process as required.

(5) Support the ES process owner as required.

d. The Process Management team shall:

(1) Provide technical and administrative support to manage all RPCs using the Manage Processes process.

(2) Maintain the ES process as follows:

(a) Continually review the ES documentation and artifacts in the process library to ensure completeness, consistency, and accuracy.

(b) Make changes to ES documentation and artifacts as required to achieve completeness, consistency, and accuracy.

(c) Forward ES RPCs to the process owner when appropriate.

(d) Conduct audits throughout the organization to determine whether personnel are using the ES process correctly.

(e) Elevate discrepancies in correct ES process usage identified during process audits to the process owner.

e. SPAWARINFOTECHCEN Contracting Officer's Representatives (CORs) shall:

(1) Ensure all contractor leadership under their oversight receives this instruction.

(2) Ensure this instruction is referenced in all applicable Task Orders.

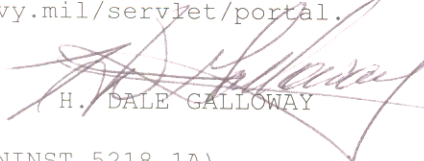
f. Government managers and supervisors shall:

(1) Ensure all personnel under their oversight receive this instruction.

(2) Ensure all personnel comply with the requirements of this instruction.

5. Points of Contact. Address questions about this instruction to any government member of the Process Management team. The team's members are identified in the SPAWARINFOTECHCEN Process Library documentation.

6. Form. The Request For Process Change, SPAWARINFOTECHCEN 5220/1 (9-02), is maintained in the SPAWARINFOTECHCEN Process Library at the following Web site: <https://portal.spawaritc.navy.mil/servlet/portal>.


(H. DALE GALLOWAY)

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Lists A, B, C, D, E, and F